

DEPARTMENT OF MANAGEMENT AND BUDGET
Facilities Administration
First Floor, Stevens T. Mason Building
P.O. Box 30026
Lansing, Michigan 48909

BULLETIN AUTHORIZATION NO.

TO: Project Administrator

Date:

BY: PSC

SUBJECT: Index Number(s):
File Number(s):
Department/Agency:
Project Number:
Contract Number:
Project Name and Location:

You are authorized to prepare and issue to the appropriate Contractor(s) for pricing, a bulletin or bulletins for the following described work. Remuneration for your services in connection with this authorization will be as follows:

- ☐ Correct Design Omission-Basic Design Service. Compensation will be at the hourly rate up to limits of preliminary and final design amounts of the contract. No increase in the Professional's contract is required.
- ☐ Correct Design Error. No compensation. The Professional is obligated for design cost.
- ☐ Additional work required by previously unknown factors or Owner's request for scope change. Compensation will be at the hourly rate and requires a Professional contract modification.

Description of change:

Reason for change:

<input type="checkbox"/> Design Omission	<input type="checkbox"/> Design Error	<input type="checkbox"/> Scope Change	<input type="checkbox"/> Field Condition
\$_____	\$_____	\$_____	\$_____

This authorization was requested by _____. Prior to issuing the Bulletin, the Professional must determine that the project balance is sufficiently based on the estimated cost of \$_____ for construction and \$_____ for design/professional services respectively and the proposed change is within the scope of the approved program unless otherwise indicated.

Copies to: Project Field Representative

Reviewed by:

This authorizes the issuance of a bulletin. (Authority: 1984 PA 431)